



**MRO Services**  
Airframe Maintenance - Canada  
Windsor

## Quick AAR information / resources

**Website:** [aarcorp.com](http://aarcorp.com)  
**Careers:** [aarcorp.com/careers](http://aarcorp.com/careers)  
**Email:** [windsorrecruiting@aarcorp.com](mailto:windsorrecruiting@aarcorp.com)

## Human Resources Business Partner

### The position

We are looking for an HR Business Partner to assist in the development and execution of an HR strategy that supports AAR's HR vision. As an HR professional, you will guide and support all levels throughout the facility ensuring positive employee relations. Other key responsibilities include:

- Lead role in full recruitment cycle, including preparing hiring managers for interviews, creating and maintaining templates used for interviewing and as required adjusting processes as necessary.
- Develop, maintain and deliver HR's onboarding for new hires.
- Manage leaves of absence and non-work-related accommodations as well as attendance management.
- Foster positive employee relations and effectively manage issues, coach and counsel both management and employees on conflict resolution, disciplinary action and other matters.
- Assist people leaders to support and guide them in talent management programs such as performance management, succession planning and training and development.
- Lead role in managing engagement and recognition programs and committee.
- Manage benefit and RRSP programs and support renewal process.
- Manager headcount reports including other ad hoc reports and maintain system data.
- Support the development of policies, procedures and programs related to HR functions and as required, provide the required training. Develop and maintain documents such as the HR Manual and Employee Handbook.
- Support all diversity, equity and inclusion efforts.
- Assist in the review and tracking of HR governance including legal requirements and support compliance.
- Prepare required bi-weekly payroll information for processing.
- Actively participate in AAR Windsor's Safety Management System (SMS) including reporting safety hazards and incidents encountered in daily operations; understands and promotes the company safety policy as well as Continuous Improvement initiatives.

### Total rewards

As a team member, you receive:

- Comprehensive benefits package
- Profit Share
- RRSP Contribution – employee and employer
- Annual uniform and safety boot allowance
- Paid time off benefits, including 11 company paid holidays
- Third-party discounts
- Relocation assistance may be provided, if required
- Training and development opportunities and education assistance program
- Staff engagement and recognition events

## Performance objectives

- **Teamwork** – collaborates with colleagues to achieve results and is also comfortable working independently
- **Building trust** – operates with integrity, discloses own positions, remains open to ideas, and supports others through dignity, respect, and fairness
- **Building relationships and partnerships** – develops and leverages relationships within and across teams to achieve results
- **Communication** – conveys information and ideas clearly and concisely to individuals or group in an engaging manner, helping them understand and retain the message
- **Quality orientation** – accomplishes tasks by considering all areas involved, no matter how detailed
- **Sound professional judgement** – applied to problem solving, analyzing and decision making
- **Innovation** – ability to think creatively and share new ideas and concepts with team
- **Attention to Detail** - ability to work in a fast-paced environment with strong attention to detail managing multiple priorities
- Tact, professionalism and diplomacy in dealing with external and internal relationships
- Ability to maintain a high-level of confidentiality

## Education and experience

- Diploma or degree in Business Administration with a concentration in Human Resources or related field
- CHRP considered an asset
- Minimum 5 years' experience in a similar role
- Experience in a federally regulated company considered an asset
- Knowledge of the Canada Labour Code considered an asset
- Practical knowledge of project management considered an asset
- Advanced Microsoft Office skills including Word, Excel and Power Point
- Experience with HRIS and ERP systems

## Working Conditions

- Office environment
- No shift work
- Periodic overtime may be required
- Regular visits to the hangar floor to connect with employees and post information
- Travel may be required for things such as job fairs and conferences

## Why should you apply?

- AAR is the only aerospace / defense company on Forbes' America's Best Mid-Size Employers list.
- Our innovative and entrepreneurial culture encourages employee input in every aspect, from day-to-day activities to the company's future growth.
- Our learning and career development program affords employees a learning path with the necessary tools and resources needed to help build their career at AAR.
- We support non-profits and organizations that work to improve society in four primary areas: veterans and active military; education with an emphasis on STEM; health and wellness; and diversity / inclusion.

## About AAR

AAR is an awarded global aerospace and defense company that offers employees a long-term career pathway and the opportunity to work with a great team! At AAR, our people remain our priority! We create the #BestTeamInAviation by focusing on recruitment, training, growth, engagement, and retention. AAR employees are empowered to meet their individual professional development goals through our global learning and development program, mentorship program, leadership training, continued education, networking, and much more!

Qualified applicants may email their resume to [windsorrecruiting@aacorp.com](mailto:windsorrecruiting@aacorp.com) up to and including **April 18, 2024**.

**Please quote file #AAR-139.** Please submit your resume in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

AAR is committed to building a diverse and inclusive workforce. We encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities, or expressions. We are dedicated to the health and safety of our people, our customers, and the communities where we live and work.

AAR provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and/or hiring process, please advise Human Resources.